The governing body of Western Dakota Tech has designated the task of administering funds generated from the Student Activity Fee to the Student Government Association. All recognized student organizations may request funds derived from the Student Activity Fee. To be eligible to share in these funds, each student organization must prepare and submit an Allocation Request Form, with a copy of their current member roster, minutes from two meetings, documentation of the last year’s allocated funds use, and the balance of any remaining funds originating from last year’s budget allocation process to the Student Government Association. All necessary paperwork must be submitted on or before the deadline indicated on the request form. At the time that the request is submitted, the organization will schedule a time to attend one of the scheduled budget hearings. Requesting organizations are encouraged to prepare and present their requests in such a manner as to give the clearest picture of financial need and justification for the granting of their request. After hearing all requests, the Student Government Association elected officers will conduct a closed session to review and vote on the proposed budgets.

Budget allocations will take place twice each academic year (once in the Fall & once again in the Spring). Each semester funds will be disbursed to the organization following budget allocation approval by the Student Government Association and final board approval of semester enrollment (Fall/Spring respectively). Allocation decisions are based upon the guidelines prescribed in this policy, in conjunction with the wants and needs of the Student Body. Only those groups recognized as official campus organizations by the Student Government Association will be eligible to receive funds. A group shall be recognized as an official campus organization if:

- Paperwork for the current year has been completed (organizations needing to complete this paperwork should be directed to the Western Dakota Tech Accounting Manager);
- The organization has at least five student members;
- The organization holds at least two meetings per year.

All requests will be reviewed by the Student Government Association elected officers and allocation approval will be by their majority vote. Factors the Student Government Association will consider in approving, denying, or amending budget proposals or line items include, but are not limited to, the purpose of the organization, the size of the organization (the number of students it actively involves), its influence (the number of students its activities serve), its unique value to Western Dakota Tech (contribution to the college’s image and purpose), and its history of responsible or irresponsible use of funds. Preference will be given to larger, more active clubs that have a history of, and indicate an intention to spend money in ways that benefit the entire Western Dakota Tech community. Expenditures that are inconsistent with the mission and vision of Western Dakota Tech, or with Board policy, will not be approved.

Organizations will receive written notification regarding their allocation within one week of the closed budget meeting. The Student Government Association is not obligated to review any requests from student organizations that are submitted after the initial submission deadline.

**WDT Mission** ~ A public institution of higher learning where students acquire the knowledge, skills, and behaviors necessary for successful employment.

**WDT Vision Statement** ~ It is the vision of Western Dakota Technical Institute to prepare our students for living, lifelong learning, working, and succeeding in the 21st century.